



## **LCPS SPECIAL EDUCATION ADVISORY COMMITTEE PUBLIC COMMENT GUIDELINES**

The Special Education Advisory Committee (SEAC) welcomes ideas, comments, or concerns from the public as outlined in these guidelines. SEAC serves as an advisory committee to the LCPS School Board to help address systemic special education/and or disability issues, rather than individual concerns or specific situations. The SEAC wants to hear your thoughts concerning systemic special education issues and concerns within the Loudoun County Public Schools that can help to serve students with disabilities throughout the school district.

Time is reserved during every SEAC business meeting for public comment. SEAC meets at least six (6) times per year. The meetings are held in the LCPS Administration Building, 21000 Education Court, Ashburn, VA 20148. The meetings are open to the public and meeting times are published in advance including the anticipated time that public comment will begin.

### **Public Comment**

Public comments help SEAC to fulfill its purpose in identifying widespread issues and themes pertaining to unmet needs in LCPS special education. Public comments are also used by SEAC to develop a set of annual priorities, concerns and recommendations that are shared with the School Board and LCPS staff members. All public comments are recorded in the minutes for each SEAC meeting and referenced in SEAC's Annual Report to the School Board.

Public comments may be verbal or written. It is received and delivered without SEAC comment, except if there is a request for clarification. The Director of Special Education will be provided with the opportunity to respond to persons presenting public comment at the meeting, at the next scheduled SEAC meeting, or with written correspondence prior to the next scheduled SEAC meeting.

### **Public Comments Guidelines**

- Verbal or written public comments should address systemic special education matters within Loudoun County Public Schools (LCPS). Comments not directly related to systemic special education matters within LCPS are discouraged. Speakers who present off-topic comments will be redirected to speak only to the permitted matters under the SEAC's jurisdiction.
- Please keep your comments factual and objective.
- Please express concerns in the form of general comments that serve to identify systemic issues within LCPS, rather than comments that share specific student

or family information. It is suggested that concerns about personal situations be privately and directly addressed with the Director of Special Education.

- Avoid using names of students and schools in all comments.
- It is best to focus comments on one issue.

### **Submitting Written Public Comments**

- The public may submit comments in written form to be read by the SEAC Chair at the SEAC meeting during the public comment period, if unable to present in person.
- The public should keep in mind that all written correspondence and emails concerning matters under the Committee's jurisdiction are public records subject to disclosure under the Virginia Freedom of Information Act.
- Submit written comments via email to the SEAC Chair or via postal mail to the LCPS Director of Special Education to ensure they are received at least five business days prior to the scheduled meeting. Any written comments submitted after that time will be read at a later SEAC meeting.
- Written comments are requested and can be provided on the SEAC Public Comment Form, handwritten, typed, or emailed. The commentor's name, email address, and mailing address should be included with the written comment.
- Written comments are limited to three (3) minutes when read aloud.
- **Send written comments by e-mail** to the SEAC [Chair](#) at SEACChair@lcps.org.
- **Send written comments by mail** to Director of Special Education, Loudoun County Public Schools, Attention: SEAC Public Comment, 21000 Education Court, Ashburn, VA 20148.

### **Submitting Verbal Public Comments**

- In person verbal comments are given during the SEAC meeting. Commentor's should complete the public comment sign-in sheet prior to the beginning of the SEAC Business meeting.
- Virtual public comments, if available, can be provided via a link that will be posted prior to the SEAC Business Meeting. The link will be posted with the Meeting Notice, the LCPS web site, or the SEAC web site. All other guidelines for verbal comments apply.
- Verbal comments are limited to three (3) minutes.
- Persons making verbal comment are requested to complete a Public Comment form or have a written copy of their verbal statement to submit to the SEAC Secretary after the remarks. The public comment will be recorded in the meeting minutes and referenced in SEAC's annual report to the School Board.

*Revised: February 2022*

*Adopted: March 2022*



## **LCPS SEAC PUBLIC COMMENT FORM**

The LCPS Special Education Advisory Committee (SEAC) welcomes ideas, comments, or concerns from the public following its Public Comment Guidelines. Please express any concerns in general terms with the aim to help SEAC find **systemic special education issues within LCPS**. Any comments pertaining to personal matters or situations are considered off-topic and will be re-directed. SEAC suggests that you address personal situations privately and directly with the Department of Special Education or with the Parent Resource Center staff.

**\*\* PLEASE SUBMIT YOUR COMPLETED PUBLIC COMMENT FORM WITH A COPY OF YOUR STATEMENT TO THE SEAC SECRETARY AT THE CONCLUSION OF YOUR COMMENT.**

**Name:**

**Email Address:**

**Mailing Address:**

Please summarize your concern in the space below or attach your own document.

### **For SEAC Use Only**

Date Received:

Name of individual who received form (LCPS Staff, SEAC Officer, etc.):

Date when public comment presented at SEAC meeting:

Date Director of Special Education Responded (mail or verbally at meeting):